

Dear CDW Security Officers,

Because users authenticate using their NCID User Name and Password, it is important to regularly review the CDW registration system and **disable** any users that are no longer employed in your LEA. Once each user role for that account is **disabled** there is no longer any risk that your previous employee will be able to access your LEA's data if their NCID is re-activated in another LEA. Please note: if the user role you are trying to disable is 'Security Office', please contact the CEDARS team with the user name.

It is also important to remember that users rarely need multiple roles for the CDW. For example, if a user selects the role of LEA/Charter Detail Answers, this role includes report writing capabilities, access to LEA and School level Detail dashboards, and LEA and School level Aggregate dashboards. This person does not need to register for any other role in the system. If you notice users selecting more than one role for the CDW, determine if they are asking for access to multiple schools within your LEA or if they are just selecting more roles than they need.

For more information about security administration and user roles, please see the following webpage:
<http://www.ncpublicschools.org/cedars/reporting/registration/>

If you have any questions, please feel free to contact us at cedars-info@dpi.nc.gov

Thank you for your time and efforts keeping NC School data safe!